



Michael R. Pence, Governor
State of Indiana

Division of Disability and Rehabilitative Services
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To: All current and potential Vocational Rehabilitation (VR) Community Rehabilitation Providers (CRP)
From: Kylee Hope, Director, Bureau of Rehabilitation Services
Subject: Application for VR Employment Services Providers
Date: January 5, 2015

In a memo dated October 14, 2014, the Bureau of Rehabilitation Services (BRS) announced changes to its enrollment of employment services providers for the Vocational Rehabilitation (VR) program. As part of this change, each interested entity will be required to submit a completed provider application packet for review and approval.

In preparation of the June 30, 2015, expiration of current VR employment services contracts (called Purchase of Service Agreements, or POSAs), BRS is releasing a provider application for VR employment service providers. Submittal of a completed application packet is a requirement for both current and new Community Rehabilitation Programs (CRPs, including Community Mental Health Centers (CMHCs)) who wish to provide employment-related services to VR consumers. In addition an applicant must be accredited from one of the following accrediting entities pursuant to IC 12-12-1-4(b). To access the application, please click the following link: <http://www.in.gov/fssa/ddrs/2636.htm>. Applications must be completed and submitted **no later than Friday, February 6, 2015, by 4pm EST.**

Upon BRS approval of a provider's application, a provider agreement will be executed by July 1, 2015. Once the agreement is in place, a CRP may provide services as outlined in the approved provider application and agreement. An amendment process will be required any time an existing CRP is expanding services and/or coverage area (e.g., expanding services to a new county).

The philosophy behind this new requirement is to increase customer service, develop accountability standards and implement a transparent process for becoming a CRP. This process will assist BRS in obtaining critical business and service information, as well as provide consumers, VR staff and other stakeholders a thorough understanding of the specific services and coverage area of each CRP. The intent of this new requirement is not to reduce the number of VR employment services providers; in fact BRS would welcome the addition of new providers.

Please note that any CRP with a current activated POSA may continue to provide services as outlined in the POSA through June 30, 2015. To continue the provision of employment services to VR consumers beyond June 2015, CRPs must submit a completed application by the posted deadline.

If you have any immediate questions, please contact Peri Rogowski at Peri.Rogowski@fssa.in.gov.

Thank you for your cooperation.

